

Town of



AMHERST *Massachusetts*

Office of the Town Manager
Town Hall
4 Boltwood Avenue
Amherst, MA 01002

Laurence Shaffer, Town Manager
Phone: (413) 259-3002
Fax: (413) 259-2405
Email: townmanager@amherstma.gov

SELECT BOARD MEETING

February 22, 2010
6:30 PM

New Business

Amherst College – Request For Parking Spaces – Lord Jeffery Inn Project

**To: Stephanie O’Keeffe, Chair, Amherst Select Board
Members of the Amherst Select Board**

From: Laurence Shaffer, Town Manager

**Re: Parking Space Request – Spring Street and Boltwood Ave
Extension of Temporary Construction Parking**

Date: February 16, 2010

This memo will recommend that the Select Board approve two motions. The first motion sought is to approve the permanent assignment of seven (7) metered parking spaces on Boltwood Ave and ten (10) permit parking spaces on Spring Street to the Lord Jeffery Inn in exchange for an annual payment of \$8,000. 00. The second motion sought is to extend the temporary construction previously authorized by the Select Board for construction activities that effect Spring Street and Boltwood Avenue sidewalks through September 2011.

Relative to the first recommendation, the Lord Jeffery Inn has requested that it control and manage parking spaces directly adjacent to its facility for the benefit of its patrons. In a letter dated January 6, 2010, a copy of which is attached, Jim Brassord, Director of Facilities for Amherst College, requests that seven (7) parking spaces on Boltwood, previously dedicated to the Lord Jeffery Inn, continue to be dedicated to the Lord Jeff. Those original seven (7) parking spaces would be transitioned to four (4) oversized parking spaces, to include one (1) parking space devoted to handicapped parking as recommended by the Disability Access Advisory Committee (DAAC). Further, the Lord Jeffery Inn has requested that ten (10) parking spaces along Spring Street be converted to six (6) parking spaces by virtue of new construction and that the new spaces be further devoted to the Lord Jeffery Inn. The

parking spaces would be devoted to drop off space for the new function space/ballroom and for delivery/service. The Lord Jeffery Inn would pay an annual fee of \$8,000.00 with an annual adjustment to account for the increase in cost of living. The suggested payment is equivalent to the amount paid for reserve parking spaces in 2008, the last full year of operation of the Lord Jeffery Inn. The new approach would allow the Lord Jeffery Inn to manage the parking spaces and eliminate the parking tag system previously employed. There is logic in the Lord Jeffery Inn managing the parking spaces and getting the Town out of the business of managing parking that is devoted to the use by the patrons of the Lord Jeffery Inn.

Additionally, the Lord Jeffery Inn project calls for the creation of a twenty (20) space private parking lot off of Spring Street.

The present users of permit parking being utilized on Spring Street will be able to park in permit parking spaces approximately one block away. The Town of Amherst Parking Study, completed by the Pioneer Valley Planning Commission in April of 2008 listed the availability of not less than thirty nine parking spaces available to the east of the Lord Jeffery Inn for use by permit holders displaced by the action requested. The availability of the thirty nine (39) parking spaces ensures the availability of permit parking for Town customers who previously used parking spaces proposed for use by the Lord Jeffery Inn.

The Town Commercial Relations Committee, at its meeting of January 21, 2010, unanimously supported the Lord Jeffery Inn parking request. The Parking Task Force, at its meeting of February 9, 2010, unanimously supported the Lord Jeffery Inn parking request conditioned upon the fees being established consistent with the amounts previously paid. The Disability Access Advisory Committee considered the project at its meeting of January 12, 2010 and recommended an additional handicapped space in the private parking lot to be created by this project. Further, a handicapped space will be created on Boltwood Avenue as part of this action.

The second motion requested resolves the timing limitation placed in the Select Board motion of November 10, 2008. The Select Board adopted the following motion.

Voted 4 to 0, 1 absent (Hayden) to approve the temporary road and sidewalk closures for the construction phase of the Lord Jeffery Inn project, to begin in 2009.

Although the planned construction is reduced in size and scope, the changes are such that the same temporary parking plans for construction remain relevant. The temporary parking plans have been previously considered and approved by the Fire Department, Police Department and the Department of Public Works.

Therefore, I would recommend that the Select Board adopt the following suggested motions;

Motion 1 –

The Select Board hereby authorizes seven (7) parking spaces on Boltwood Ave and ten (10) parking spaces on Spring Street, said spaces immediately adjacent to the Lord Jeffery Inn and further described on the map entitled “Dedicated Parking Lord Jeffery Inn” said map dated February 16, 2010 be designated for exclusive use the Lord Jeffery Inn and that the Lord Jeffery Inn would pay \$8,000.00 for the use of said spaces, increased annually by the cost of living index.

Motion 2 –

The Select Board hereby amends its motion of November 10, 2008 to approve the temporary road and sidewalk closures for the construction phase of the Lord Jeffery Inn project to begin in February of 2009 and to be completed on or before September 30, 2011.

Dedicated Parking Lord Jeffery Inn



www.amherstma.gov

Current Space Type

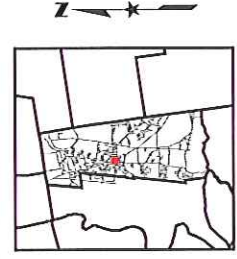
- Street Metered Parking
- Town Center Permit Parking

Horizontal Datum: MA Stateplane Coordinate System,
Zone 4151, Datum NAD83, Feet

Planimetric basemap features compiled at 1"=40'
scale from April, 2009 Aerial Photography.

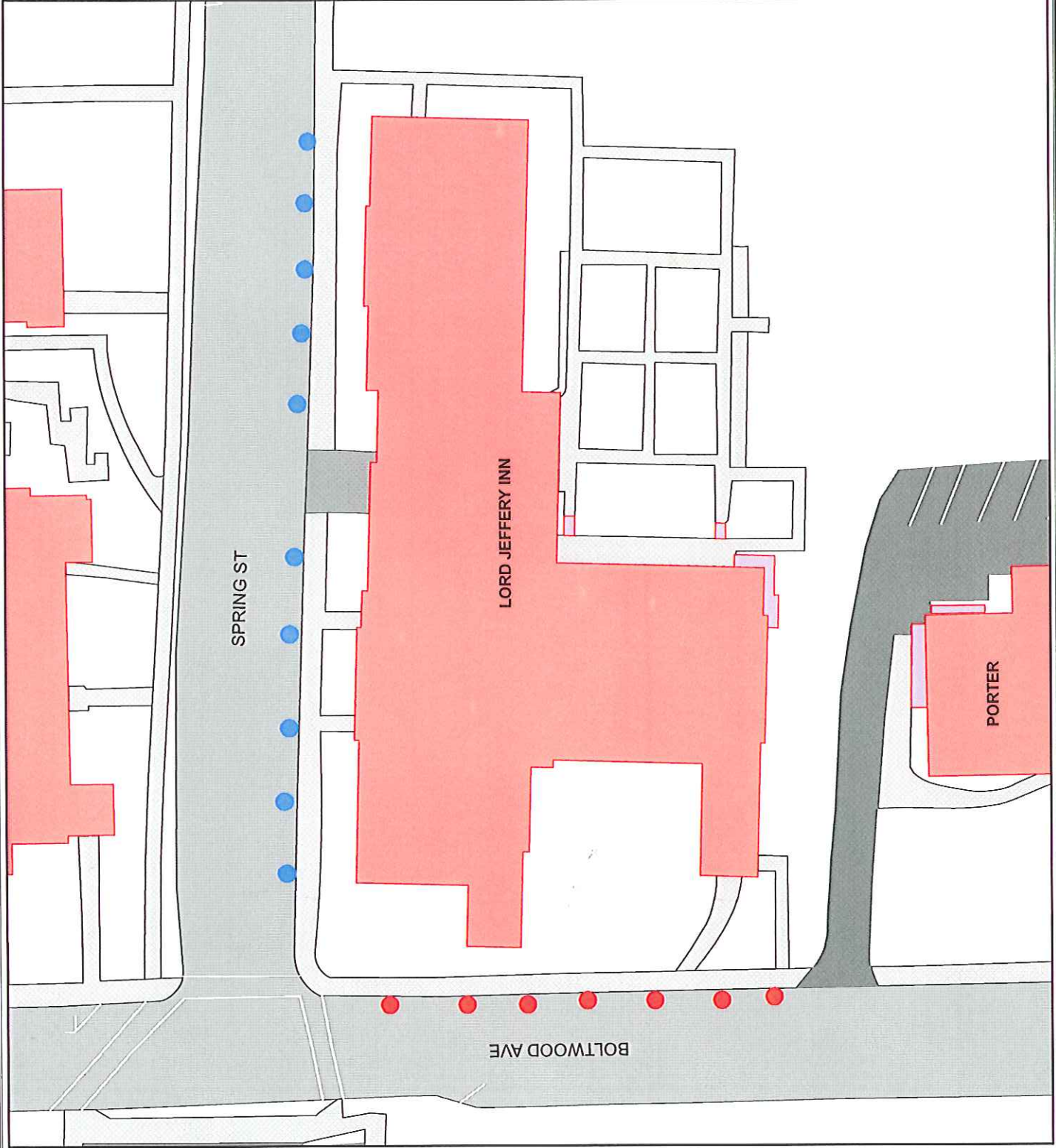
Parking Spot Inventory conducted in 2007 by the
Town of Amherst.

The Town of Amherst and its mapping contractors assume
no legal responsibility for the information contained herein.



0 10 20 40 Feet
1 inch = 40 feet

Amherst GIS, February 16, 2010





AMHERST COLLEGE

JAMES D. BRASSORD, P.E., Director of Facilities and
Associate Treasurer for Campus Services

January 6, 2010

Town of Amherst Select Board
Town Hall, Boltwood Avenue
Amherst, MA 01002

RE: Lord Jeffery Inn Renovation Project
Parking and Street Improvements along Spring St. and Boltwood Ave.

Dear Members of the Select Board:

As you may be aware, the reinitiated Lord Jeffery Inn Renovation Project has applied for Site Plan approval from the Planning Board. Part of the work includes significant street and sidewalk improvements, extending the Town's downtown design standards to this area. The Inn project will pay for improvement to town land with new concrete sidewalks with granite curb and brick details, sidewalk bump outs, shade trees along Spring Street, and new street lighting in keeping with the Town's historic streetlamp fixtures. The Inn project will improve the sidewalk/street scape at its perimeter along Boltwood from the Porter House driveway to the corner of Spring Street, then east along the south side of Spring Street to a new driveway located approximately mid-block near 31 Spring Street. A drawing is attached showing the plantings, bump outs, and other features that the Inn project will provide. (This design is the result of considerable collaboration with the DPW's Spring Street improvement project.)

The College has been working in close collaboration with many Town departments and committees on these plans, including the Town Manager, Fire Department, Police, Inspection Services, Tree Warden, Accessibility Committee, Design Review Board, Planning Department and most notably the Department of Public Works. All have or are now reviewing the proposed plans. Based on positive responses to the earlier Lord Jeff application a year ago, we anticipate similar successful discussions as the current project is similar in scope and detailing. It is our understanding that the sidewalk improvements in front of 31 and 37 Spring Street to the east of the Inn will be included in the Town's Spring Street improvement project next summer.

We are seeking Select Board approval as these plans involve streets, sidewalks, and parking which we understand is the purview of the Select Board.

Along with physical improvements to the streetscape, this proposal includes parking modifications around the Inn. The changes will significantly improve drop-off and short-term parking for Inn registration and event attendees, including handicapped access and occasional valet parking. The net impact on public parking is negligible as described below, but these changes are very important to the functioning of the renovated and enhanced Inn.

Currently along Boltwood Avenue in front of the Inn, there are approximately 7 parking spaces including one 20-minute loading only metered space. Historically these spaces were primarily used by Inn patrons with Town-issued parking passes; as such, they were effectively out of the public parking pool. The proposed design creates bump outs at either end of this area, reducing the number of available spaces to 4 oversized spaces. The northern bump out will be mirrored on the other side of Spring Street as part of the

Town of Amherst Select Board
January 6, 2010

Town's improvements in this area and will significantly enhance pedestrian safety as well as downtown ambiance at this crossing. The southern bump out protects the very large tree in front of the Boltwood Tavern by routing the sidewalk around its root area. We request that these 4 spaces are no longer metered, but instead are a mix of short-term registration/drop-off spaces and a handicapped parking space dedicated to the Inn and restaurant. This will eliminate double parking and allow for convenient guest registration, critical to Inn operation.

Along the south side of Spring Street from Boltwood to 31 Spring Street there are currently 9 to 10 available parking spaces and a commercial loading area for the Inn. The Inn will continue to utilize the loading/service area, thus continuance of the existing service parking area is required. This area will also serve as a drop-off space for the newly expanded function space/ballroom. The new plan, accounting for the street tree bump outs along this portion of Spring Street, maintains 6 spaces. We request that these spaces be dedicated to the use of the Inn.

The Town and the Inn have a long-standing parking system that enables the Inn to provide overnight parking passes for guests of the Inn to use at any Town-metered parking. We request that this arrangement be formalized at this time, ensuring access to adequate parking. Note, however, that since the Inn is creating new dedicated parking as part of the project, the total impact on Town parking resources will be significantly less than previously.

We understand from the Town Parking Study (April 2008) and conversation with Town Officials that the currently permitted spaces on Spring Street between Boltwood and Churchill will be relocated to the east of Churchill, where the parking study found that there is adequate space even at peak demand time to accommodate the relocated permit parking.

Concerning the construction phase impact to public streets, while a site utilization plan has not yet been developed, due to the reduced scope of work we anticipate that only the parking lanes along Spring Street and Boltwood Avenue will be interrupted by construction activity. Normal two way vehicular circulation can be maintained. The contractor may request occasional short-term restrictions as with any construction project but this impact will be minimal.

Thank you for your consideration of this request.

Respectfully,

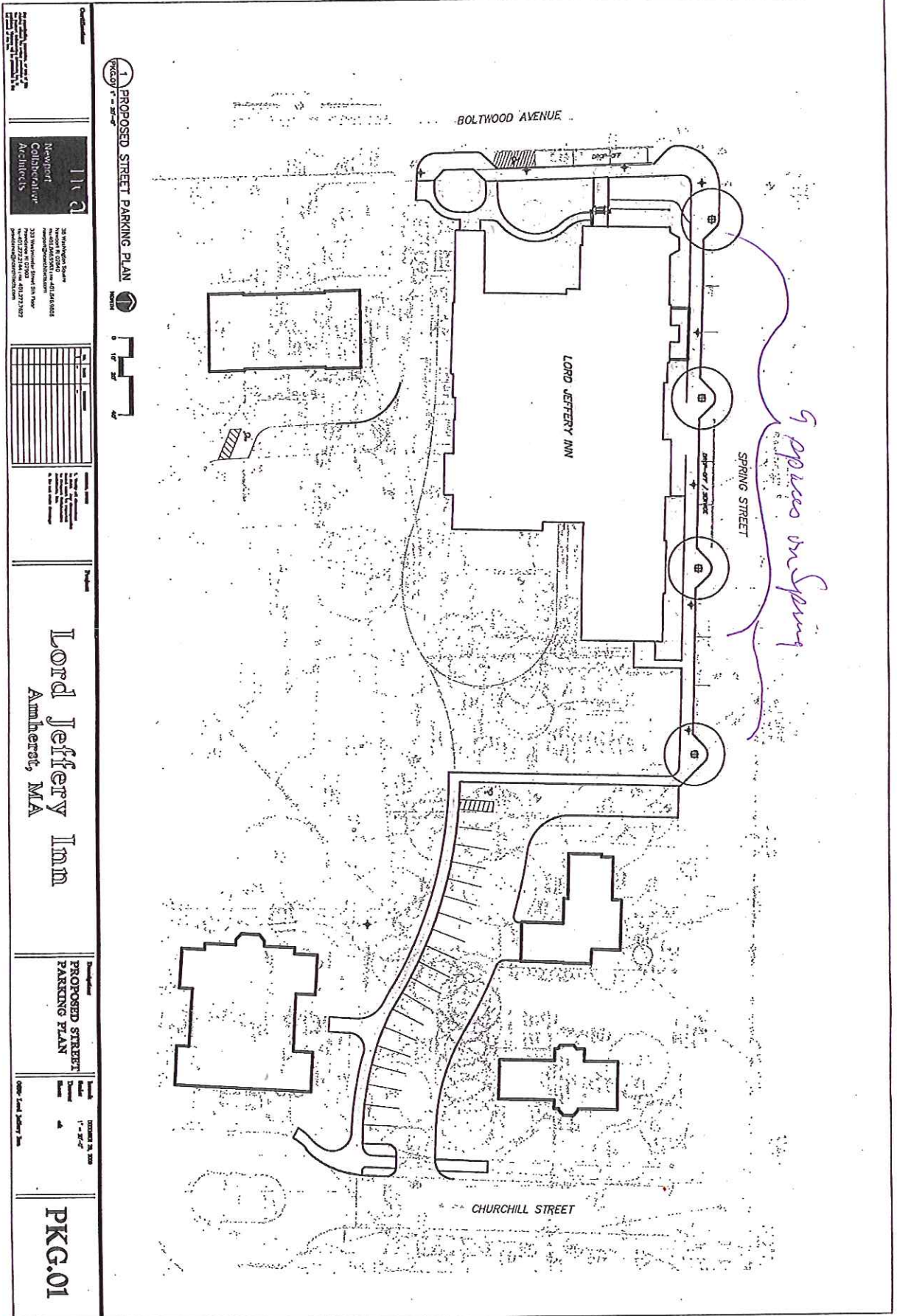


Jim Brassord

On Behalf of the Amherst Inn Company

Attachment: Newport Collaborative Architects, Proposed Street Parking Plan, PKG.01

cc: Larry Shaffer
Dave Ziomek



PROPOSED STREET PARKING PLAN
 PKG.01
 1" = 30'-0"

| NO. | DATE | DESCRIPTION |
|-----|---------|-------------|
| 1 | 11/1/20 | PRELIMINARY |
| 2 | 11/1/20 | REVISED |
| 3 | 11/1/20 | REVISED |
| 4 | 11/1/20 | REVISED |
| 5 | 11/1/20 | REVISED |
| 6 | 11/1/20 | REVISED |
| 7 | 11/1/20 | REVISED |
| 8 | 11/1/20 | REVISED |
| 9 | 11/1/20 | REVISED |
| 10 | 11/1/20 | REVISED |

30 Northampton Square
 Northampton, MA 01060
 Tel: 413.253.8000
 Fax: 413.253.8000
 Email: info@newport-architects.com
 Website: www.newport-architects.com

Lord Jeffery Inn
 Amherst, MA

PROPOSED STREET
 PARKING PLAN
 1" = 30'-0"
 11/1/20

PKG.01

Arcamo, Judith

From: Shaffer, Larry
Sent: Wednesday, February 17, 2010 8:57 AM
To: Arcamo, Judith
Subject: FW: Lord Jeffery Inn Parking memo

Include with Lord Jeffery Inn memo.

Larry

From: Livingstone, Scott
Sent: Wednesday, February 17, 2010 8:08 AM
To: Shaffer, Larry
Subject: RE: Lord Jeffery Inn Parking memo

Larry...good with the draft. I spoke with Guilford about the prospect of having to close down an entire section of Spring Street at different points of the construction on temporary basis.
Shouldn't be a problem on the police end, just told Guilford to give us as much advanced notice as possible.

Scott

Scott P. Livingstone
Chief of Police
Amherst Police Department
111 Main Street
Amherst, MA 01002
Phn: 413-259-3014
Fax: 413-259-2409
FBI NA 236th

From: Shaffer, Larry
Sent: Tuesday, February 16, 2010 1:54 PM
To: Musante, John; Stromgren, Lindsay; Zlogar, Michael; Livingstone, Scott; Mooring, Guilford; McGinnis, Claire; O'Keefe, Stephanie
Cc: Olkin, Michael; Arcamo, Judith
Subject: Lord Jeffery Inn Parking memo

Gang,

Would you each review the draft memo and motions that apply to the Lord Jeffery Inn parking request. Any suggestions?

Chief Stromgren and Chief Livingstone,

Would you look at the temporary parking request issued for the construction period. It essentially allows for the Inn to be cordoned off with chain link fence (with access for fire and ambulance access) and barricades going up Spring Street...we can work with Guilford to ensure that it doesn't go as far down the street as previously envisioned given that the addition is not to be built as previously designed.

Thank you.

Arcamo, Judith

From: Shaffer, Larry
Sent: Wednesday, February 17, 2010 8:57 AM
To: Arcamo, Judith
Subject: FW: Lord Jeffery Inn Parking memo

Judith,

Would you include this in the Lord Jeffery packet.

Thank you.

Larry

From: Mooring, Guilford
Sent: Wednesday, February 17, 2010 8:37 AM
To: Shaffer, Larry; Musante, John; Stromgren, Lindsay; Zlogar, Michael; Livingstone, Scott; McGinnis, Claire; O'Keefe, Stephanie
Cc: Olkin, Michael; Arcamo, Judith
Subject: RE: Lord Jeffery Inn Parking memo

The Public Works Department has no issue or concerns with either the Temporary or Permanent parking changes.

Guilford

-----Original Message-----

From: Shaffer, Larry
Sent: Tuesday, February 16, 2010 1:54 PM
To: Musante, John; Stromgren, Lindsay; Zlogar, Michael; Livingstone, Scott; Mooring, Guilford; McGinnis, Claire; O'Keefe, Stephanie
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Thank you.

Larry

At its meeting of Thursday, January 21, 2010, the Town/Commercial Relations Committee received a presentation from Town Manager Larry Shaffer on the proposal by the Amherst Inn Company to reserve selected parking spaces in the immediate vicinity of the Lord Jeffery Inn for exclusive use of the inn. The terms of this use would involve an agreement with the Town regarding permitting and payment, and the Inn would assume primary responsibility for management of the spaces.

After further presentation on the Inn's renovations plans, there were questions and discussion concerning other parking available to the Inn, potential impacts on other users in the area, and fees.

TCRC member Jeffery Blaustein MOVED: to support the Inn's proposal. The motion was seconded by Ms. Wishengrad, and passed (6-0).

Permit Parking Average Utilization 7:00 A.M. through 10:30 A.M.

| Lot Number | Location Description | Legal Spaces | Occupied Parking Spaces | | | | | | | | Average Utilization |
|------------|--|--------------|------------------------------|------|------|------|------|------|-------|-----|---------------------|
| | | | 7:00 A.M. through 10:30 A.M. | | | | | | | | |
| | | | 7:00 | 7:30 | 8:00 | 8:30 | 9:00 | 9:30 | 10:00 | | |
| 1 | McClellan Street / South Side - On-Street Permit Parking | 13 | 5 | 5 | 5 | 4 | 5 | 5 | 6 | 38% | |
| 3 | North Pleasant Street / West Side - On-Street Permit Parking | 18 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 15% | |
| 11 | Smith Street / East Side - On-Street Permit Parking | 17 | 1 | 1 | 2 | 2 | 2 | 3 | 3 | 12% | |
| 24 | Cowles Lane / South Side - On-Street Permit Parking | 13 | 0 | 0 | 0 | 6 | 11 | 11 | 12 | 44% | |
| 26 | North Prospect Street / West Side above Cowles Lane - On-Street Permit Parking | 22 | 13 | 12 | 13 | 10 | 11 | 11 | 13 | 54% | |
| 27 | Hallock Street / North Side - On-Street Permit Parking | 14 | 3 | 5 | 3 | 2 | 2 | 2 | 2 | 19% | |
| 50 | North Prospect Street / West Side - On-Street Permit Parking | 27 | 7 | 5 | 8 | 7 | 8 | 8 | 8 | 27% | |
| 62 | South Prospect Street / West Side - On-Street Permit Parking | 26 | 14 | 15 | 17 | 26 | 26 | 31 | 29 | 87% | |
| 68 | Amity Street / South Side - On-Street Permit Parking | 11 | 6 | 7 | 10 | 10 | 13 | 13 | 13 | 94% | |
| 69 | Amity Street / North Side - On-Street Permit Parking | 22 | 8 | 11 | 13 | 16 | 19 | 20 | 20 | 69% | |
| 74 | Spring Street / South Side - On-Street Permit Parking | 19 | 13 | 15 | 18 | 19 | 18 | 18 | 19 | 90% | |
| 75 | Spring Street / North Side - On-Street Permit Parking | 21 | 8 | 9 | 12 | 13 | 12 | 12 | 12 | 53% | |
| 78 | Churchill Street / West Side - On-Street Permit Parking | 6 | 3 | 4 | 4 | 6 | 6 | 6 | 6 | 83% | |
| 79 | Churchill Street / East Side - On-Street Permit Parking | 15 | 7 | 8 | 11 | 12 | 15 | 15 | 15 | 79% | |
| 80 | Churchill Street / South of Spring Street - On-Street Permit Parking | 6 | 0 | 0 | 2 | 6 | 6 | 6 | 6 | 62% | |
| 82 | Spring Street / South Side - On-Street Permit Parking | 9 | 1 | 1 | 2 | 3 | 7 | 8 | 8 | 48% | |
| 84 | Seelye Street / South of Spring Street - On-Street Permit Parking | 15 | 1 | 1 | 3 | 0 | 3 | 6 | 7 | 20% | |
| 85 | Spring Street / East of Seelye Street - On-Street Permit Parking | 23 | 1 | 2 | 3 | 3 | 4 | 4 | 7 | 15% | |
| 86 | Seelye Street / East Side - On-Street Permit Parking | 13 | 0 | 0 | 0 | 1 | 2 | 2 | 4 | 10% | |
| 87 | Seelye Street / West Side - On-Street Permit Parking | 14 | 4 | 2 | 4 | 4 | 6 | 7 | 9 | 37% | |
| 89 | Churchill Street / North of Main Street - On-Street Permit Parking | 7 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 67% | |

82
 84
 85
 86
 87
 9 - 8 - 1
 15 - 7 - 8
 23 - 7 - 16
 13 - 4 - 9
 14 - 9 - 5
 39

Town of



AMHERST

Massachusetts

TOWN HALL
4 Boltwood Avenue
Amherst, MA 01002-2351

PLANNING DEPARTMENT
(413) 259-3040
(413) 259-2410 [Fax]
planning@amherstma.gov

DEVELOPMENT APPLICATION REPORT

January 13, 2010

| | |
|-----------------------------|---|
| TYPE OF APPLICATION: | Site Plan Review – SPR 2010-00008/M4294 |
| APPLICANT: | Amherst Inn Company for The Lord Jeffery Inn |
| APPLICANT'S ADDRESS: | c/o Jim Brassord and Peter Root PO Box 5000, Amherst, MA 01002 |
| PROPERTY ADDRESS: | 30 Boltwood Avenue 31 and 37 Spring Street |
| ZONING DISTRICT: | B-G Zoning District |
| DATE FILED: | 12/23/2010 |

REQUEST

The applicant, Amherst Inn Company, is requesting approval for renovation of the existing building, including minor exterior changes and the addition of a one-story assembly space, plus associated site and streetscape improvements, including seasonal outdoor dining. No change in use is proposed. (Sections 3.327.1 and 5.041 of the Zoning Bylaw)

PREVIOUS ACTIONS

SPR2009-00002 – Site Plan Review approval was previously granted to the Trustees of Amherst College on behalf of The Lord Jeffery Inn, to rebuild a portion of the building and construct an addition and renovate the existing inn and food and beverage facility (no change in use). A copy of the decision and Site Plan are attached.

PROJECT DATA

Assessor's Map/Parcel #'s:

| |
|--|
| Map 14A, Parcel 267 (30 Boltwood Avenue) |
| Map 14A, Parcel 268 (23 Spring Street) |
| Map 14A, Parcel 269 (31 Spring Street) |
| Map 14A, Parcel 270 (37 Spring Street) |

| | <u>Required</u> | <u>Existing/Proposed *</u> |
|-----------|-----------------|---|
| Lot area: | N/A | Parcels 267 and 268 (to be combined and added to) = 46,015 SF Parcel 269 = 11,100 SF Parcel 270 = 17,241 SF |
| Frontage: | N/A | Parcel 267 = 135 LF (Boltwood) Parcels 267 & 268 = 332.1 LF (Spring) Parcel 269 = 79 LF (Spring) Parcel 270 = 99 LF (Spring) = 168 LF (Churchill) |

DEVELOPMENT APPLICATION REPORT**SPR 2010-00008/M4294, 30 Boltwood Avenue, 31 and 37 Spring Street,
Amherst Inn Company – The Lord Jeffery Inn****2**

| | <u>Required</u> | <u>Existing/Proposed</u> |
|-------------------------------|--------------------|---|
| Front Setback (Boltwood Ave.) | 20 LF ** | 17.5 LF approx. to porch at main entry (non-conforming, but no changes proposed) 25 LF approx. to entry to former Boltwood Tavern |
| Front Setback (Spring Street) | 0 LF ** | 0 to 14 LF |
| Side/Rear Setback: | 20 LF *** South | 11 LF (existing – south) (non-conforming, no changes proposed) 20 LF (proposed addition – south) (property line to be changed to accommodate new addition)) |
| | 10 LF *** East | 86 LF (approx. from new property line - east) |
| Max. Allowable Height: | 50 FT | 42 FT |
| Max. Building Coverage: | 70% | 60% (Parcels 267 & 268 combined) 24% (Parcel 269) 11% (Parcel 270) |
| Max. Lot Coverage: | 95% | 38% (Parcels 267 & 268 combined) 62% (Parcel 269) 51% (Parcel 270) |
| Parking Spaces: | 123 **** | 20 spaces on site There are additional spaces in the Spring Street lot located to the east of the Inn, across Churchill Street and additional spaces in municipal parking lots throughout the downtown area. |

* Applicant will be submitting an ANR plan to change property lines.

** Footnote c, Table 3, states “Applies to any part of a building which is within 200 feet of the side boundary of a Residence District abutting on the same street within the same block; otherwise no setback is required.

*** Footnote e, Table 3, states “Rear and side yards shall be at least 20 feet when the affected property is adjoining a Residence District. Otherwise, rear and side yards are not required, but if provided, shall be at least 10 feet.”

DEVELOPMENT APPLICATION REPORT

SPR 2010-00008/M4294, 30 Boltwood Avenue, 31 and 37 Spring Street,
Amherst Inn Company – The Lord Jeffery Inn

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**** The property is located in the Municipal Parking Zone. According to Section 7.43 of the Bylaw, inns are not exempt from off street parking requirements and must meet the parking requirements for the proposed use in the B-G zone. However, restaurants are exempt from the off-street parking requirements. The applicant may request that the Board modify the parking requirements under the provisions of Section 7.90.

PROJECT DESCRIPTION

The applicant is proposing to renovate the existing building, including minor exterior changes and the addition of a one-story assembly space to the rear of the building, for use as a ballroom. There will also be associated site improvements, including a new parking lot for 20 cars and seasonal outdoor dining associated with the restaurant and streetscape improvements. No change in use is proposed. (Section 3.327.1 and 5.041 of the Zoning Bylaw.)

SITE VISIT

The Board has scheduled a site visit for Wednesday, January 13, 2010. A copy of the site visit report will be available at the time of the hearing.

WAIVERS

No waivers are requested.

ISSUES

1) Traffic Impact Statement

The Traffic Impact and Access Study states that the expansion of the existing hotel is expected to generate less than 12 trips in the morning peak hour and 13 trips in the evening peak hour. The impacts to intersections in the vicinity are "found to be insignificant to impact any single intersection detrimentally. Adjacent intersections are expected to continue to have Level of Service A after the expansion." (Traffic Impact and Access Study is attached.)

2) Landscape Plan

The proposed landscape plan is extensive, particularly at the front of the building (Boltwood Avenue side) and at the rear of the building where there is a proposed formal terrace and garden area. The existing large trees at the front of the building (Boltwood Avenue) are proposed to remain. There are several large existing trees at the rear of the property that will also remain, including a 55" caliper oak tree. Some existing trees will be removed to allow for construction of site improvements, grading and the new parking lot. However, new street trees are proposed for Spring Street and at the exit from the parking lot on Churchill Street

3) Lighting

There are three (3) post lanterns proposed for the front (Boltwood) side of the building. One is located near the southwest corner of the property, near the driveway entry to Porter House. This post lantern will illuminate the entry to the restaurant and the entry to the parking lot that is located behind Porter House. Two more post lanterns on this side of the building are

DEVELOPMENT APPLICATION REPORT

SPR 2010-00008/M4294, 30 Boltwood Avenue, 31 and 37 Spring Street,
Amherst Inn Company – The Lord Jeffery Inn

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proposed to be located near the front main entry to the Inn and near the handicapped drop-off/parking space.

There are five (5) post lanterns proposed for Spring Street, which will illuminate the entries along that side of the building as well as shine a gentle light onto Spring Street. These lanterns will help to illuminate the on-street parking in this location.

The post lanterns proposed for Boltwood Avenue and Spring Streets will be the Town of Amherst period streetlights.

Two (2) post lanterns will illuminate the new 20-car parking lot. These will be Amherst College standard pedestrian lights.

There are wall-mounted lights proposed for the north façade, at entryways and along the west, south and east sides of the building, to illuminate entryways. Photographs and locations of these wall-mounted lights are shown on an attached plan.

The lighting has been designed to be downcast, with cut-offs to prevent light spill. The hours of illumination will be dusk to dawn.

4) Grading and Drainage

There is very little re-grading to be done on the site since most of the site will be covered with existing and expanded building. The roof drainage from the west, south and east sides of the building will be collected in a new storm drain line that will be connected to an existing storm drainage system which flows into the storm drain line in Churchill Street.

The roof drainage from the north side of the building is proposed to flow into a new storm drain line in Spring Street that will be part of a Town of Amherst plan to improve Spring Street. The new parking lot will be graded to drain towards Churchill Street. Stormwater will be picked up by three new catch basins at the new driveway on Churchill Street and connected into the existing storm drain system in Churchill Street. The Town Engineer has not yet commented on the storm drainage plan.

5) Signs

No changes in existing signs are being proposed at this time. Standard signage for handicapped parking spaces and direction signs for the parking lot will be provided.

6) Parking and Traffic Circulation

Parking and traffic circulation are discussed in detail in the Traffic Impact and Access Study, dated July 10, 2008, revised January 11, 2010, prepared by Traffic Solutions. According to Section 7.00 of the Zoning Bylaw, 123 parking spaces would be needed to accommodate the existing functions and proposed expansion of The Lord Jeffery Inn. This number is based on an assumption that all facilities are completely filled to capacity at the same time and that previous parking agreements with the Town are not considered.

The building is located in the Municipal Parking Zone. While inns are not exempt from parking requirements in the Municipal Parking Zone and therefore must provide parking

DEVELOPMENT APPLICATION REPORT

**SPR 2010-00008/M4294, 30 Boltwood Avenue, 31 and 37 Spring Street,
Amherst Inn Company – The Lord Jeffery Inn**

5

accommodations, restaurants in the Municipal Parking Zone are exempt. Therefore the following calculations do not include the restaurant.

Section 7.00 has the following requirements with respect to parking:

One (1) parking space is required for each bedroom in the inn and

One (1) parking space for each four (4) seats in the conference rooms or ballroom

There will be 49 sleeping rooms in the inn, requiring 49 parking spaces.

There will be an expanded ballroom with a capacity of 200, requiring 50 parking spaces.

There is also meeting space for small conferences and business events, with a total capacity of 94, requiring 24 parking spaces.

If the sleeping rooms, the ballroom and the meeting spaces are filled to capacity the total parking required would be 123 spaces, according to Section 7.00 of the Zoning Bylaw.

According to Section 7.6 of the Bylaw, one (1) handicapped parking space is required for a lot with 20 spaces. One handicapped parking space is shown in the new parking lot. State law requires that there be a minimum of one (1) van-accessible parking space provided. The space shown in the parking lot does not appear to be van-accessible. A van-accessible space is required to have an 8-foot wide parking space and an 8-foot wide access aisle.

Section 7.90 of the Zoning Bylaw authorizes the permit granting authority, in this case the Planning Board, to waive or modify any section or subsection of Article 7.0, Parking Regulations, "for compelling reasons of safety, aesthetics, or site design."

Issues of Concern

The Board may wish to waive or modify the requirement for off-street parking spaces, as stated above, for the reasons stated in the Traffic Impact and Access Study, and in this report. The Board may also wish to require that a van-accessible parking space be provided in the 20-car parking lot.

The Lord Jeffery Inn has had an ongoing agreement with the Town of Amherst to use parking in municipal parking lots and on-street parking for the existing sleeping rooms at the inn, which previously numbered 48, and the existing ballroom and conference and meeting rooms.

The Amherst Inn Company, on behalf of The Lord Jeffery Inn, will be meeting with the Select Board on January 25th to renegotiate a parking agreement for use of parking in the town Right-of-Way.

Amherst College is proposing to construct a new parking lot including 20 parking spaces. In addition, Amherst College is proposing to share parking spaces between guests at the Inn and the students, faculty and employees who already use the Alumni Lot, located to the east of



AMHERST

Massachusetts

TOWN HALL
4 Boltwood Avenue
Amherst, MA 01002-2351

Disability Access Advisory Comm.
(413) 259-3040
(413) 259-2410 [Fax]
planning@amherstma.gov

MEMORANDUM

TO: Planning Board
FROM: Disability Access Advisory Committee (DAAC)
RE: Lord Jeffery Inn Renovations
DATE: January 14, 2010

At its January 12, 2010, meeting the DAAC heard presentations by Tom Davies and Peter Root, as representatives of the Amherst Inn Company, regarding the planned renovations to the Lord Jeffery Inn. The presentation included a description of the overall project, and a more detailed discussion of the waivers to be requested as part of a variance application to the Architectural Access Board.

The Disability Access Advisory Committee strongly supports the Lord Jeffery Inn renovations, and agreed that the project, in addition to the Spring Street improvements, will strengthen the viability of Amherst's downtown. The Committee also agreed that the planned renovations make the facility and grounds much more accessible than the current conditions, and great effort has been taken to integrate accessible features—sloped sidewalks, the two-sided elevator, and accessible rooms—into the overall redesign of the Lord Jeffery Inn.

The Amherst Inn Co. will be applying to the Architectural Access Board for a variance requesting that three requirements be waived:

1. That the existing entrance from Spring Street remains relatively unchanged as part of the historical fabric of the structure. The entrance is not fully accessible because it has a raised landing and it brings visitors into a stairwell.
2. That an accessible elevator does not reach the top (fourth) floor. The renovation will include a fully accessible elevator that brings visitors up to the third floor; distribution of a sufficient number and type of accessible rooms on the first three levels; and updates to the existing elevator, which although not fully ADA compliant, will service the fourth floor and can be used by most visitors.
3. That the doorways to all overnight rooms do not need to meet the minimum clearance requirement of 32" because of the financial hardship to widen the entrances and reconfigure room layouts of the historic structure.

The Committee agreed to support the application with the following conditions regarding the three waiver requests:

1. The existing Spring Street entrance can remain unchanged because of the addition of accessible entrances along Boltwood Avenue, Spring Street, and the new entrance in the back will be closer to the new HP parking area and has an accessible path of travel to the public areas, elevators, and hotel rooms. All of these new entrances allow an accessible path of travel throughout the restaurant and guest rooms.
2. It is sufficient that the new elevator provide service only up to the third floor. The existing elevator, although not fully ADA compliant, should be updated as much as possible to make it (partially) accessible. Improvements should at least include lowering/raising controls to the correct height, the addition of Braille controls, and audible signals for the hard of hearing. The new elevator will provide complete access to the other guestrooms, including all of the accessible rooms.
3. The widening of existing doorways where possible to make rooms visitable and the construction of all new doorways to meet the current ADA standards. Existing doorways could be widened with offset hinges and/or the removal of trim work.

The Committee also had the following concerns about the project:

- ~ The addition of street trees along Spring Street will be an additional amenity; however, the trees' roots may exacerbate potential heaving of sidewalks in the future.
- ~ The distance from the ballroom to the bathrooms on the ground floor is lengthy and the most direct route requires navigation of three ramps. The Committee suggested that the project continue looking for alternatives.
- ~ The addition of one more HP parking space in the parking lot, although not required, would better accommodate alumni and guests, especially since the ballroom has a capacity of 200 people.

Cc: DAAC Committee Members
Larry Shaffer, Town Manager
Judith Arcamo,
Jonathan Tucker, Planning Director
Christine Brestrup, Senior Planner
Peter Root
Tom Davies

Town of



AMHERST Massachusetts

Office of the Town Manager
Town Hall
4 Boltwood Avenue
Amherst, MA 01002

Laurence Shaffer, Town Manager
Phone (413) 259-3002
Fax (413) 259-2405
shafferl@amherstma.gov

SELECT BOARD MEETING

October 27, 2008
New Business

To: Gerald Weiss, Chair, Amherst Select Board
Members, Amherst Select Board

From: Laurence Shaffer, Town Manager

Date: October 27, 2008

Re: Select Board Approval of the Traffic Plan Construction Phase – Lord Jeffery Inn Project

Note that Amherst College, via letter dated September 29, 2008, requests that certain temporary parking considerations be given for the construction phase of the Lord Jeffery Inn project. The Lord Jeffery Inn project is scheduled to begin construction in the early part of November and end in eighteen (18) months, or approximately the Summer of 2010. After meeting with Chief Scherpa, Chief Hoyle, and Captain Kent, the following recommendations were made:

1. A jersey barrier with a fully screened fence will be installed along the south side of Spring Street from Boltwood Avenue to Churchill. That placement of that jersey barrier will be such that it will leave two lanes of traffic that can pass along Spring Street between Boltwood and Churchill.
2. On the north side of Spring Street, from Boltwood to Churchill, a jersey barrier be placed to separate the roadway from the sidewalk to insure pedestrian safety.
3. Fire Department will insist upon an opening somewhere along Spring Street, closer to Boltwood, to allow access for emergency vehicles. The intention of that construction opening is to allow access to both firefighting apparatus and ambulance apparatus to the site. A matchbox or some type of access procedure will be required for that particular opening.

Along Boltwood Avenue, from the northern bounds of the driveway that services the Porter House to the intersection of Boltwood and Spring Street will be fenced off in such a way to separate the sidewalk from the roadway. That sidewalk will no longer be accessible. A temporary pedestrian crossing from the Porter House driveway to the west side of Boltwood Ave to the Town Common will be constructed. A sidewalk running north along Boltwood Avenue from that temporary pedestrian crossing to the Spring Street parking lot will be provided in order to insure pedestrian safety during the construction of this project.

Relative to permit parking that presently exists on Spring Street, a review of the parking study completed by the Pioneer Valley Planning Commission last year, there are forty (40) permit parking for on street parking for Spring Street between Boltwood Avenue and Churchill Street. A review of that very same study reveals there are 39 spaces available in the parking areas that exist on Seeley Street, Spring Street, and Churchill Street beyond the Spring Street/Boltwood/Churchill street area. Consequently eliminating on-street permit parking for that area between Boltwood and Churchill will be off set by the available permit parking spaces available on Seeley, Churchill, and that portion of Spring Street not encumbered by construction.

The Police Department and the Fire Department insist that Spring Street remain open to two way traffic throughout the construction phase of the project and that construction equipment not be allowed to set up in Spring Street so as to impede the safe flow of traffic and the access by emergency response vehicles.

Consequently, I would recommend that consistent with the *Amherst Town Government Act, Section 3.244 Regulation of public ways: The select board shall control and regulate the public ways;* the Select Board adopt the following motion:

VOTED unanimously, OR ____ Weiss, ____ O'Keeffe, ____ Stein, ____ Brewer to approve the temporary road and sidewalk closures for the construction phase of the Lord Jeffery Inn project to begin October 28, 2008 and to end no later than April 1, 2010.

cc: Chief Charles Scherpa, Amherst Police Department
Chief Keith Hoyle, Amherst Fire Department
Captain Mike Kent, Amherst Police Department
Guilford Mooring, Superintendent, Department of Public Works
Bonnie Weeks, Building Commissioner, Inspection Services

enclosures



AMHERST COLLEGE

JAMES D. BRASSORD, P.E., Director of Facilities and
Associate Treasurer for Campus Services

RECEIVED OCT 02 2008

September 29, 2008

Select Board
Town of Amherst
Amherst Town Hall
4 Boltwood Avenue
Amherst, MA 01002

RE: Lord Jeffery Inn Renovation Project
Parking and Street Improvements along Spring St. and Boltwood Ave.

Dear Members of the Select Board:

As you are aware, the Lord Jeffery Inn Renovation Project recently received Site Plan approval from the Planning Board. Part of the work approved includes significant street and sidewalk improvements, extending the Town's downtown design standards to this area. The project will improve town land with new concrete sidewalks with granite curb and brick details, brick sidewalk bump-outs, the addition of shade trees along Spring Street, and new street lighting in keeping with the Town's historic streetlamp fixtures. This work is proposed along the east side of Boltwood from the Porter House dorm north to the corner, then east along the south side of Spring Street to Churchill Street. A drawing is attached showing the design developed by the Department of Public Works for plantings, bump outs, and the widening of Spring Street.

The College has been working on these plans in close collaboration with many Town departments and committees, including the Town Manager, Fire Department, Police Department, Inspection Services, Tree Warden, Accessibility Committee, Design Review Board, Planning and, most notably, the Department of Public Works. All are in agreement with the proposed plans. However, we seek Select Board approval as these plans involve streets, sidewalks, and parking which we understand are the purview of the Select Board.

Along with physical improvements to the streetscape, the College, working with various Town agencies, is proposing parking modifications around the Inn. These changes will significantly improve drop-off and short-term parking for Inn registration and event attendees, including handicapped parking and valet parking on occasion. The net impact on public parking is negligible as described below, but these changes are very important to the functioning of the new and expanded Inn.

Select Board
September 29, 2008
Page 2

Along Boltwood in front of the Inn, there are currently seven spaces, including one 20-minute "loading only" space. As these spaces are very often used by Inn patrons with Town-issued parking passes, they are effectively out of the public parking pool much of the time. The proposed design creates bump-outs at either end of this area, reducing the number of available spaces to four oversized spaces. (The northern bump-out will be mirrored on the other side of the street and will significantly enhance pedestrian safety as well as downtown ambiance at this crossing. The southern bump-out enables us to save the very large tree in front of the Boltwood Tavern by routing the sidewalk around its root area.) It is the intention of this proposal that these four spaces are no longer metered, but instead are a mix of short-term registration/drop-off spaces and a handicap parking space. This will eliminate double parking and allow for convenient registration for guests, critical to Inn operation.

Along the south side of Spring Street from Boltwood to 31 Spring Street, there are currently ten to twelve available parking spaces, a portion of which is used as the commercial loading area for the Inn. The new design locates the loading dock off the street behind the new building, eliminating the double parking of trucks along Spring Street. The new plan, accounting for the street tree bump-outs along this portion of Spring Street, maintains ten spaces. We propose that the current street parking system be continued whereby (1) the Inn purchases temporary parking permits from the Town and distributes them to guests and visitors as needed and (2) on an occasional basis, in coordination with the Town, the Inn will reserve a number of spaces for special events.

As noted in our separate letter concerning the temporary street conditions associated with the project, we understand from the Town Parking Study (April 2008) and conversations with Town Officials that the currently permitted spaces on Spring Street between Boltwood and Churchill will be relocated to the east of Churchill, where the parking study found that there is adequate space even at peak demand time to accommodate the relocated permit parking.

Thank you for your consideration of this request.

Sincerely,


Jim Brassord

Attachment (1)

cc: Larry Shaffer

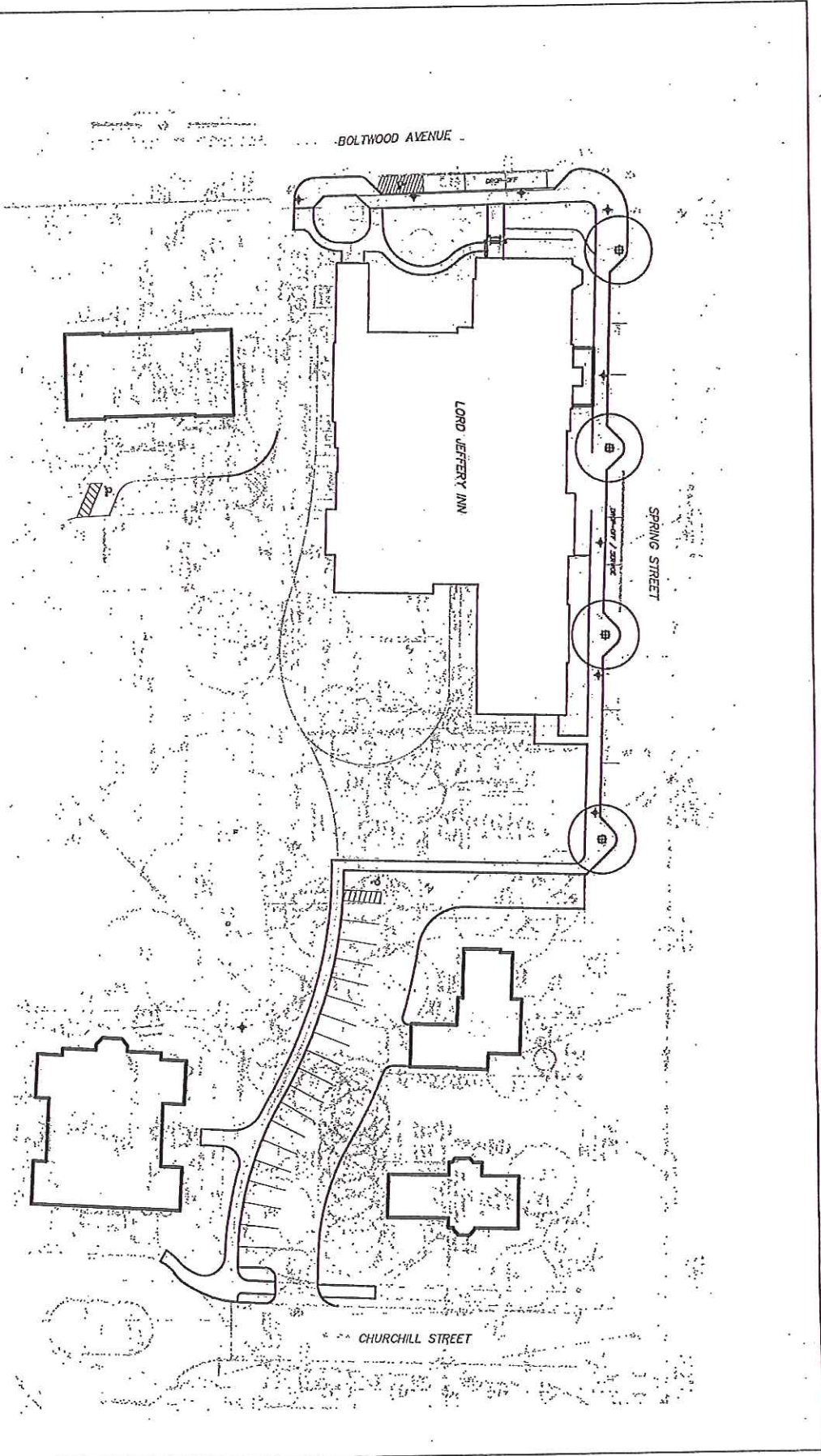
PROPOSED STREET PARKING PLAN



0 10' 20' 40'

DATE: 11/11/11
 DRAWN BY: [illegible]
 CHECKED BY: [illegible]
 APPROVED BY: [illegible]

PKG.01



Lord Jeffery Inn
 Amherst, MA

PROPOSED STREET PARKING PLAN

PKG.01

MINUTES

CALL TO ORDER

Meeting called to order by Mr. Weiss at 6:31 p.m.

ATTENDANCE

Present: Gerry Weiss, Diana Stein, Alisa Brewer, Aaron Hayden, Stephanie O'Keeffe

Absent: (none)

Present: Town Manger Larry Shaffer,

Town Staff: Helen Vivian, Jonathan Tucker

Members of the public: Kati Rae, Tom Davies, Jim Brassord, Rob Kusner

OPENING REMARKS/ANNOUNCEMENTS

Mr. Weiss welcomed new Select Board member Aaron Hayden, recently elected to fill the vacancy left by Anne Awad's resignation. It was noted that Mr. Hayden will need to run for the seat again in the spring election, if he desires to continue serving.

Ms. Brewer announced that calendars commemorating and benefiting Amherst's 250th anniversary celebration are on sale at locations including Hastings and Collective Copies. The calendar includes historic pictures of Amherst and lists many of the 2009 celebration events.

PUBLIC COMMENT

There was no public comment.

SELECT BOARD'S ACTION

Lord Jeffery Inn – Parking & Traffic Plans

Mr. Hayden announced that he is an employee of Amherst College, recused himself from this discussion, and left the room. Tom Davies, Director of Design and Construction at Amherst College described the plans for traffic and parking management during the construction phase of the inn renovation, as well as proposing changes to parking along Boltwood Ave. and Spring Street once the renovation is complete. Much work and coordination on the plans has been done with the Town's DPW, public safety officials and others. The construction phase will require fencing and jersey barriers on Spring Street and Boltwood Ave., the elimination of parking spaces, and creation of a temporary pedestrian crossing and sidewalk on the Town Common. The lawn of the Common will be restored following construction, and having the temporary sidewalk be of a material to accommodate passage by wheelchair was requested by the Select Board and agreed to by the College. Plans for the completed street and sidewalk work call for a reduction in parking spaces on Boltwood in front of the inn with "bump outs" to accommodate trees; additional "bump outs" on Spring Street; and the relocation of Town permit parking further east on Spring. Net parking impact on the Town is projected by the College to be negligible, as creation of a new inn parking lot is part of the construction plan. A broader discussion of the Town's permit parking issues was put off for a future meeting. Full details of the College's public way plans are available in two letters to the Select Board, dated September 29th. An updated map of the post-construction plan was

provided. With construction plans for the inn on temporary hold, no timeline was specified. **VOTED** 4 to 0, 1 absent (Hayden,) to approve the temporary road and sidewalk closures for the construction phase of the Lord Jeffery Inn project, to begin in 2009.

Filing Statements of Interest with Massachusetts School Building Authority

It was explained that the Select Board needs to vote annually to authorize filing Statements of Interest with the Massachusetts School Building Authority for Wildwood, Marks Meadow and Fort River Elementary Schools. Ms. Brewer noted that this action keeps the Amherst schools in the State queue, but does not guarantee application approval nor does it represent a commitment by the Town to file an application for funding.

VOTED unanimously to file a statement of interest (motion attached in its entirety) for Wildwood School to the Massachusetts School Building Authority.

VOTED unanimously to file a statement of interest (motion attached in its entirety) for Marks Meadow School to the Massachusetts School Building Authority.

VOTED unanimously to file a statement of interest (motion attached in its entirety) for Fort River School to the Massachusetts School Building Authority.

Warrant Article Scheduling

Mr. Weiss explained concerns related to article 10, regarding potential amendments that might be brought forward and the fact that no map was provided in the Town Meeting packets for one of the affected areas. There was discussion of possible postponement to November 17th, along with articles 6 and 11. Ms. Stein said postponement would be preferable so that people have the map and understand the affected areas. Ms. O'Keeffe said she could support postponement if the map issue was considered significant, but not for a potential unspecified amendment.

Action: Without a vote, it was agreed that Mr. Weiss would seek postponement of Article 10.

Budget Discussion Scheduling

Ms. O'Keeffe expressed frustration that the Lord Jeff issue was on the agenda when it lacked time sensitivity, displacing issues with time sensitivity. She emphasized the need to discuss the budget process and information gained from the October 25th Department Heads meeting. She proposed keeping the meeting scheduled for Wednesday, November 12th, one that would otherwise be canceled with the expected adjournment of Town Meeting until November 17th. Questions about meeting location were raised, and would be determined Wednesday.

Action: Without a vote it was agreed to meet at 6:30 p.m., November 12th, to discuss only budget issues.

LICENSES AND PERMITS

New Taxi Driver/Chauffeur License – Kati Rae

VOTED unanimously to approve the new Taxi Driver/Chauffeur License for Kati Rae, 10 Quinn Drive, Holyoke, MA, to expire on December 31, 2009.


ADJOURNMENT

VOTED unanimously to adjourn the open meeting at 7:32 p.m..

-- Respectfully submitted by Stephanie O'Keeffe

1/21/10

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REMOVE BEFORE VEHICLE IS IN MOTION.



PLACE
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FACING OUT

VISITOR PASS

01961

Permit Area Town Ctr

Date Valid 1/21/10 - 1/22/10

Visitor Lic. Plate No. 123-XYZ

Address Of Permit Holder Lord Jeff
Inn

VISITOR PASS

01961

Larry:
This is the
"tag" formally used
for LTI guests
long term parking.
Town sold to LTI
in bulk @ \$2 each;
LTI provided to
guest @ registration.

Claire

OK